# Western Sydney Region RTO

**Assessment Package**

**Package Overview for Assessors**

|  |  |  |
| --- | --- | --- |
| **Package Number**  **Package Title** | BSB07 – Package One.  *Prepared for Work* | |
| **Training Package** | Business Services (BSB07) | |
| **Unit(s) /Elements to be assessed by this package:** | BSBCMM201A Communicate in the workplace  Gather, convey and receive information and ideas  Complete workplace documentation and correspondence  Communicate in a way that responds positively to individual differences  BSBOHS201A Participate in OHS Processes  Work Safely  Implement workplace safety requirements  Participate in OHS consultative processes  Follow safety procedures  BSBWOR204A Use Business Technology  Select and use technology  Process and organise data  Maintain technology  BSBITU102A Develop keyboard skills  Use safe work practices | |
| **Package contents and information for assessors** | **Pages 2-3** | The Assessment Notice includes the **task description** andis provided to students. The task notice should be amended to reflect your schools resources. The suggested timeframe for this activity is 2 ½ - 3 hoursSuggestions for Carrying Out Task  * Students should be paired prior to task commencement * Students need to decide which pairs will address which components of the OH&S package |
|  | **Page 4-5** | **Student Self Assessment**  This checklist is designed to be handed to the student. It enables the student to undertake a self assessment before submission of the task. The completed checklist should be handed to the assessor with the completed task. The assessor is than able to use the checklist to determine competence and provided feedback  **Observation Checklist**;  This checklist is for use by assessors to determine consistency in observation. |
|  | **Page 6** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| **Equipment and/or resources required** |  | Access to personal computer and printer.  Access to internet and email.  Access to laminator. |
| **Other comments** |  |  |

# Western Sydney Region

# Vocational Education and Training

### Assessment Notice

|  |  |
| --- | --- |
| **VET Framework: Business Services** | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBCMM201A Communicate in the workplace  BSBOHS201A Participate in OHS Processes  BSBWOR204A Use Business Technology  BSBITU102A Develop keyboard skills | |
| **Date Given : Due Date:** |
| Employability Skills are contained in this assessment |

|  |
| --- |
| **Task Description: this task will be completed in 2 parts**  **Part 1:**   * You and a colleague have been asked by your supervisor to contribute to the package for the new employee’s induction program. The section of the package you have been asked to do is OH&S In the Workplace. There are 4 sections of this package. You need to produce one part of the package.   + 1. OH&S Policy, Procedures and Programs   + 2. Hazards in the Workplace   + 3. Occupational overuse syndrome   + 4. Ergonomics * To ensure continuity of all sections you will need to use Microsoft word with headings in “Tahoma” font size 14 with the body of in Arial font size 10. You may use diagrams from the internet to enhance your section of the package Print one edited copy to be handed to your supervisor. List the business technology, software and the consumables required to prepare this package.  1. Using the information from your section of the manual design and make a POSTER for the room. It needs to be attractive and eye catching. Produce one copy and laminate it for the room. 2. Produce a power point presentation of your section of the package, of at least four slides, to be used at the induction program. Email your PowerPoint to your teacher.   **Part 2:**  Using the memorandum received complete the task |

 **Memorandum**

|  |  |
| --- | --- |
| To | Administration Assistant |
| From | Janet Parker |
| Date |  |
| Reference | AD2-JP |
| Subject | **Seminar confirmation** |

We have been asked to notify new staff of the induction for new personnel next month. The induction program is called ‘Working with us’ and will focus on OH&S in the Workplace.

The program will run on the 20th of next month and will run from 9- 11am. The venue will be the staff room here at (*school name*). New staff will need to bring their copy of the OH&S in the Workplace package with them.

You need to write a letter to the new staff notifying them of the OH&S in the Workplace program. Make sure you include the title of the program, the date, venue, time and any information the new staff might need to know.

Proofread the letter. Save the letter to your personal folder as **semletter‑yourinitials.doc**.



**Student Self Reflection**

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Unit:** | Theme 1; Preparing for Work |
| **Assessor / Teacher:** |  |

| **During the production of the OH & S resources?**  *( insert a tick for ‘yes’, cross for ‘no’,* | **Student** |
| --- | --- |
| Did you use Microsoft word to produce you manual using the guidelines set in section 1? |  |
| Did you access the internet to obtain information including graphics for your manual? |  |
| Is your laminated poster up in the class room? |  |
| Has your emailed Power Point presentation been received by your teacher? |  |
| Did you apply relevant OH&S work practices throughout the task? |  |
| **Part 2:** |  |
| Have you saved the draft of the letter in the correct place? |  |

|  |
| --- |
| **Candidate Self Reflection** |
| General comments, strengths or improvements needed: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidates signature:** |  | **Date:** |  |
| **Assessor signature:** |  | **Date:** |  |

Observation checklist

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate name:** |  | | | | | | |
| **Assessor name:** |  | | | | | | |
| **Units of competency:** | BSBCMM201A Communicate in the workplace  BSBOHS201A Participate in OHS Processes  BSBWOR204A Use Business Technology  BSBITU102A Develop keyboard skills | | | | | | |
| **Date of assessment:** |  | | | | | | |
| **Procedure:** |  | | | | | | |
| **During the demonstration of skills, did the candidate:** | | | | **Yes** | **No** | **Comments** | |
| Demonstrate safe work practices | | | | ❑ | ❑ |  | |
| Work collegially with peers | | | | ❑ | ❑ |  | |
| Edit peers work | | | | ❑ | ❑ |  | |
| Demonstrate the use of different business technology | | | | ❑ | ❑ |  | |
|  | | | | ❑ | ❑ |  | |
|  | | | | ❑ | ❑ |  | |
|  | | | | ❑ | ❑ |  | |
| The candidate’s performance was: | | | Not Satisfactory ❑ | | | | Satisfactory ❑ |
| **Feedback to candidate:**  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  **Feedback from candidate:** - – – – – – – – – – – – – – – – – – – – – – – –  – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – | | | | | | | |
| **Candidate signature:** | |  | | | | | |
| **Assessor signature:** | |  | | | | | |

# Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework:** Business Services | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBCMM201A Communicate in the workplace  BSBOHS201A Participate in OHS Processes  BSBWOR204A Use Business Technology  BSBITU102A Develop keyboard skills | |
| **Due Date: Date Received:** |

**Overall Result**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| BSBCMM201A Communicate in the workplace | 1. Gather, convey and receive information and ideas |  |
|  | 1. Complete workplace documentation and correspondence. |  |
|  | 1. Communicate in a way that responds positively to individual differences. |  |
| BSBOHS201A Participate in OHS Processes | Work safely |  |
|  | Implement workplace safety requirements |  |
|  | Participate in OH&S consultative processes. |  |
|  | Follow safety procedures |  |
| BSBWOR204A Use Business Technology | Select and use technology |  |
|  | Process and organise data |  |
|  | Maintain technology |  |
| BSBITU102A Develop keyboard skills | Use safe work practices |  |

|  |
| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |